



# **Departmental Quarterly Performance Report**

**Department Name: International Trade Consortium**

(Index codes: ICETRADE and ICSISTERCITI)

**Reporting Period:**

**FYE 9/30/03**

**4<sup>th</sup> Quarter**

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# Departmental Quarterly Performance Report

Department Name: International Trade Consortium

Reporting Period: FYE 9/30/03 – Quarter# 4

## MAJOR PERFORMANCE INITIATIVES

### Describe Key Initiatives and Status for the 2002-2003 fiscal year

Check all that apply

<p>County Mgr. Priority (Choose One): <u>People</u> Service Technology Fiscal Responsibility</p> <p><b><u>Initiative - Increase International Commerce:</u></b>  Organized and conducted 3 outgoing missions in conjunction with the Aviation Department to promote air cargo and route development through Miami International Airport. Missions were taken to: 1) Belgium – June 10-15, 2003; 2) Hong Kong – September 19-24, 2003; and 3) Singapore – September 24-27, 2003.</p>	<input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
<p>County Mgr. Priority (Choose One): <u>People</u> Service Technology Fiscal Responsibility</p> <p><b><u>Initiative - Increase International Commerce:</u></b>  Conducted 4 Airport route development presentations or “Airport Briefings” to promote MIA and Miami-Dade County’s infrastructure and strategic location in the hemisphere. Airport briefings were conducted in: 1) Kenya – February 15-21, 2003; 2) Ireland – June 8-9, 2003; 3) Belgium – June 17-18, 2003; and 4) South Africa – June 23-25, 2003</p>	<input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
<p>County Mgr. Priority (Choose One): <u>People</u> Service Technology Fiscal Responsibility</p> <p><b><u>Initiative - Increase International Commerce:</u></b>  Funded 3 third-party outgoing missions:  - Arab American Chamber of Commerce mission to Morocco, October 19-26, 2003  - Miami Dade Chamber of Commerce mission to Kenya, February 15-21, 2003  - Latin American Chamber of Commerce mission to Nicaragua, August 13-17, 2003  Accompanied the Foundation for Democracy in Africa and participated in the Economic Community of West African States (ECOWAS) Forum in Senegal, March 26-28, 2003.</p>	<input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
<p>County Mgr. Priority (Choose One): <u>People</u> Service Technology Fiscal Responsibility</p> <p><b><u>Initiative - Increase International Commerce:</u></b>  Funded 3 third-party incoming missions:  - Florida Foreign Trade Association mission from the Dominican Republic, April 6-11, 2003.  - Florida Foreign Trade Association mission from Ecuador/ Colombia, June 1-6, 2003  - Consulate of Uruguay mission from Uruguay, September 24, 2003</p>	<input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)

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<p>County Mgr. Priority (Choose One): <u>People</u> Service Technology Fiscal Responsibility</p> <p><b><u>Initiative – Promote Greater Cultural Appeal of Miami-Dade County for businesses (Sister Cities):</u></b></p> <p>Developed 2 new Sister Cities relationships with Pereira, Colombia and Turks &amp; Caicos Islands</p> <p>Received separate delegations from Bavaria, the Czech Republic, and Uruguay</p>	<p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>
<p>County Mgr. Priority (Choose One): <u>People</u> Service Technology Fiscal Responsibility</p> <p><b><u>Initiative – Promote Greater Cultural Appeal of Miami-Dade County for businesses (Sister Cities):</u></b></p> <p>Signed a Sister Cities Agreement between Mayor Penelas and the Mayor of Iquique, Chile to hold the VI Sister Cities Hemispheric Forum in the city of Iquique, June 1-5, 2003.</p> <p>Conducted 1 art exhibit showcasing art from various Sister Cities countries</p>	<p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>
<p>County Mgr. Priority (Choose One): <u>People</u> Service Technology Fiscal Responsibility</p> <p><b><u>Initiative – Promote Greater Cultural Appeal of Miami-Dade County for businesses:</u></b></p> <p>Supported the Inter-American Conference of Mayors</p> <p>Supported the FIU-Miami Madrid Center Project</p>	<p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>
<p>County Mgr. Priority (Choose One): <u>People</u> Service Technology Fiscal Responsibility</p> <p><b><u>Initiative – Enhanced Public Reporting Regarding Funded Activities:</u></b></p> <p>Developed, maintained, and utilized a database of businesses to produce effective business matchmaking</p> <p>Increased the promotion of both the ITC and Miami-Dade County as the premier gateway for hemispheric trade through the publication of "Trade Numbers"</p> <p>Promoted Miami-Dade County as a trade center through which other North American Cities could conduct business</p>	<p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input checked="" type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>
<p>County Mgr. Priority (Circle One): <u>People</u> Service Technology Fiscal Responsibility</p>	<p><input type="checkbox"/> Strategic Plan</p> <p><input type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>

**Departmental Quarterly Performance Report**  
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**PERSONNEL SUMMARY**

***A. Filled/Vacancy Report***

NUMBER OF FULL-TIME POSITIONS *	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	7	\$1,005,000	7	0	7	0	7	0	6	0

\* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

**Notes:**

***B. Key Vacancies***

- One - The ITC experienced a full-time position vacancy during the fourth quarter in July, 2003. As a result, an employee was hired to work on a temporary basis until September 30, 2003.

***C. Turnover Issues***

- None

***D. Skill/Hiring Issues***

- None

***E. Part-time, Temporary and Seasonal Personnel***  
***(Including the number of temporaries long-term with the Department)***

- One – As mentioned above in Key Vacancies.

***F. Other Issues***

- None

**Departmental Quarterly Performance Report**  
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**FINANCIAL SUMMARY – \* OVERALL ITC BUDGET CONSISTS OF 2 SUB-BUDGETS REPRESENTED BY INDEX CODES ICETRADE AND ICSISTERCITI**

(All Dollars in Thousands)

	PRIOR YEAR  Actual	CURRENT FISCAL YEAR						
		Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance (+ = Over/ - = Under)	** % of Annual Budget
<b>Revenues</b>	N/A							
♦ Gen. F.		56	14	56	56			
♦ Other		949	237.25	949	949			
♦								
♦								
<b>Total</b>		1,005	251.25	1,005	1,005			
<b>Expense*</b>	N/A							
<b>Personnel</b> (ICETRADE/ ICSISTERCITI)		752.68 (623.81 ICETRADE + 128.87 ICSISTERCITI)	188.17 (155.95 ICETRADE + 32.22 ICSISTERCITI)	134.19 (34.89 ICETRADE + 99.30 ICSISTERCITI)	752.68 (623.81 ICETRADE + 128.87 ICSISTERCITI)	706.71 (580.93 ICETRADE + 125.78 ICSISTERCITI)	-45.97 (-42.88 ICETRADE + -3.09 ICSISTERCITI)	94% (93% ICETRADE / 98% ICSISTERCITI)
<b>Operating</b> (ICETRADE/ ICSISTERCITI)		248.32 (232.48 ICETRADE + 15.84 ICSISTERCITI)	62.08 (58.12 ICETRADE + 3.96 ICSISTERCITI)	139.94 (127.86 ICETRADE + 12.08 ICSISTERCITI)	248.32 (232.48 ICETRADE + 15.84 ICSISTERCITI)	198.33 (183.20 ICETRADE + 15.13 ICSISTERCITI)	-49.99 (-49.28 ICETRADE + -71 ICSISTERCITI)	80% (79% ICETRADE / 95% ICSISTERCITI)
<b>Capital</b> (ICETRADE/ ICSISTERCITI)		4 (3.11 ICETRADE + .89 ICSISTERCITI)	1 (.78 ICETRADE + .22 ICSISTERCITI)	5.61 (4.72 ICETRADE + .89 ICSISTERCITI)	4 (3.11 ICETRADE + .89 ICSISTERCITI)	5.65 (4.76 ICETRADE + .89 ICSISTERCITI)	+1.65 (-1.65 ICETRADE + 0 ICSISTERCITI)	141% (153% ICETRADE / 100% ICSISTERCITI)
<b>Total</b> ICETRADE/ ICSISTERCITI)		1,005 (859.41 ICETRADE + 145.59 ICSISTERCITI)	251.25 (214.85 ICETRADE + 36.4 ICSISTERCITI)	279.74 (167.47 ICETRADE + 112.27 ICSISTERCITI)	1,005 (859.41 ICETRADE + 145.59 ICSISTERCITI)	910.68 (768.89 ICETRADE + 141.79 ICSISTERCITI)	94.32 (-90.52 ICETRADE + -3.80 ICSISTERCITI)	91% (89% ICETRADE / 97% ICSISTERCITI)

\* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

**Equity in pooled cash (for proprietary funds only)**

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b>Total</b>					

**Comments:**

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90+ days and those scheduled for write-off, if applicable)

**Personnel Variances:**

Personnel Expenses for the year amounted to 94% of the annual budgeted amount. This would have been slightly higher had there not been a full-time position vacancy in the fourth quarter.

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## **Operating Variances:**

The department only expended 80% of its annual operating budget (approximately \$50,000 under-budget) primarily due to two un-planned events. First, \$18,500 which was allocated for the Caribbean Trade Initiative Grant (in subobject 60640) was not used because the consultant who was contracted to conduct the program fell ill during the fiscal year and was not able to complete the project. Second, un-anticipated economies of travel were realized when a mission to Africa was cancelled and a mission to Singapore was scheduled instead to coincide with a mission to Hong Kong. An estimated \$10,000 in travel savings was realized as a result.

Had the CTI program been completed and had our three missions taken place as originally planned the ITC would have expended an additional \$28,500 and Operating expenditures would have amounted to approximately 92% of the annual Operating Budget.

## **Capital Variances:**

Capital expenditures amounted to 141% of the annual budgeted amount. However, the Capital Budget, which amounted to \$4,000, was exceeded by only \$1,650.

## ***STATEMENT OF PROJECTION AND OUTLOOK***

**The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:**

### **Notes and Issues:**

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

## **DEPARTMENT DIRECTOR REVIEW**

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

  
\_\_\_\_\_  
Signature  
Department Director

Date 10/30/03